**ORGANIZATION NAME**

**FAQ’s about the Board**

# What is the mission of [organization]?

***Mission:***

Organization Name's mission is to break the cycle of poverty by ensuring that young people complete a four-year college education.

***Vision:***

Organization is a powerful force for change for under-resourced youth who are motivated to earn a college degree. Organization’s youth engage in an innovative, award-winning program that integrates employment in social enterprises, college preparation, financial literacy and matched savings accounts. Our comprehensive, award-winning program empowers low-income youth to transcend challenging circumstances, fulfill their inherent potential and positively impact their communities.

# How does [Organization] fulfill its mission and purpose?

[Organization] offers three core program components, coordinated through a case management framework. Together, these provide youth with a unique set of comprehensive services, enabling them to develop their capacity for success in school, employment, community, and adulthood.

The key components of the program model are:

[**1)**](http://www.jumaventures.org/about/programs/college-and-career-services.html) [**College services**](http://www.jumaventures.org/about/programs/college-career-services.html) that enable youth to acquire the life skills and academic grounding needed to access a college education and to prepare them to be successful in completing a college degree.

[**2) Asset building and financial literacy**](http://www.jumaventures.org/about/programs/asset-building-services.html) **education** to ensure that [Organization] youth learn healthy money management habits while accumulating financial resources for college. They are able to invest their income from [Organization] employment in savings accounts matched up to 2:1 by [Organization] for college-related expenses.

[**3) Employment**](http://www.jumaventures.org/about/programs/social-enterprise.html)at [Organization] concessions businesses in local sports venues. [Organization] approaches youth work with a social justice philosophy, integrating the exploration of questions of power, privilege, and equity into our curriculum and activities. [Organization] youth develop and practice leadership skills in their work with [Organization], both individually and through the [Organization] Leadership Committee (JLC), a youth advisory board.

# How much time is expected of board members?

As a statewide board, we conduct our business both in person and on the telephone.

Currently the full board meets 4 times a year.

In addition to full board meetings, all board members are asked to commit about 4-6 hours per month for:

* participating in a board committee or task force
* completing committee tasks between meetings
* assisting in board recruitment
* performing other supportive activities as needed
* attending organizational events

# Is there a minimal financial commitment?

No, however we expect each of our board members to make an annual financial contribution that is meaningful to him or her and to participate in the board fundraising activities, which are scheduled throughout the year. Often this annual gift is the largest size gift that board members make compared to other organizations they support. The fundraising effort is shared among all board members based on what they can do, and are best suited to do.

# What is the structure of the board?

The board officers are Chair, Vice-Chair, Treasurer and Secretary. Additionally, there are several board standing committees:

* Development (fundraising)
* Governance
* Program
* Finance
* Audit

Task forces and ad hoc committees are delegated as needed.

**What is the board’s culture?**

The [Organization] board is an active/working board. We strive to create a frank, respectful, and open environment.  We are relaxed but not casual, striving to provide the professional leadership and support that [Organization’s] excellent staff deserves. We want to give the CEO and his or her staff clear direction on how to interpret and implement our mission and goals, and then we endeavor to get out of the way and let him or her manage the organization. We also take our fiduciary responsibility seriously, spending significant time on budgeting, resource allocation, and fundraising. Though we ensure that our work is done, we also immensely value and enjoy engaging with staff and hearing updates on [Organization’s] efforts.

**If I were to join your board today, what would be the top issues that the board would be discussing?**

* Board governance and leadership development
* Program design and quality of services
* Agency growth and sustainability

# How many board members are there?

There are currently 15 members. We are building our board and have a goal of adding 3 or 4 new members over the next year.

# What are the terms of board members?

The board term is for three years, with a two year term limit. After serving two consecutive terms, members must roll-off the board but can return after a two year break.

# How is [Organization] supported?

[Organization] is supported by a mix of funding both contributed and earned. Currently, about 68% of annual funding comes from contributed income grants and 38% from earned income.

**What does the organization need from me in particular?**

* Your enthusiasm for our mission.
* Regular and engaged attendance at Board meetings, committee meetings and organizational events.
* Your creative thinking, experiences, skills, backgrounds and interests that you will contribute to the organization.
* Your interest in introducing [Organization] to new networks and individuals interested in our work thereby helping us expand our community of supporters.

**What is the budget size and financial health of the organization currently?**

The [Organization] operating budget is about $3.8 million. [Organization] has grown by 75% since 2006 and its fiscal health is sound.

**Who is on staff at [Organization]?**

There are a total of 28 staff located in 3 sites. The following positions and individuals comprise the current leadership team:

CEO \_\_\_\_\_\_\_\_

CFO \_\_\_\_\_\_\_\_

Etc….

**Board Member Job Description**

Title Member, Board of Directors, [Organization]

Reports to Board Chair

Purpose To serve the public interest by participating in the [Organization] board's efforts to effectively pursue its mission; to develop policies and procedures to govern the operations of [Organization]; and to monitor, [Organization’s] finances, programs and performance.

Term Three years

**Individual Board Member Duties and Obligations**

* Attend board and committee meetings
* Demonstrate commitment and provide support to the organization’s staff through engagement and attendance at special events and activities
* Represent [Organization] to the public, businesses and the community
* Educate yourself about the programs of [Organization]
* Assist in recruiting new board members
* Actively participate in fundraising activities
* Make a personal financial gift
* Contribute skills, knowledge and experience, as appropriate
* Assume leadership roles in board activities, as appropriate
* Follow conflict of interest and other organizational policies
* Be well-informed and prepared for meetings
* Be open to diverse perspectives

**Expected Meeting Attendance**

* Regularly scheduled board meetings (quarterly)
* Meetings of committees and task forces on which you serve (varies depending on the committee)
* Board retreats, planning sessions, and board development workshops (scheduled as need)
* Organizational events

**Board of Directors’ Collective Responsibilities**

Meet the needs of [Organization] members and constituents. [Organization] exists to fulfill a mission. Every board decision should be guided by how its actions will help [Organization] better achieve its mission and have a greater impact.

Ensure appropriate organizational management and leadership: Select, supervise, evaluate and if necessary, terminate the CEO.

Establish policies and organizational goals for the CEO to implement and achieve. A key board responsibility is supporting the CEO to lead the organization, achieve its goals and fulfill its mission. Expect feedback and regular communication from the CEO on [Organization] performance, and then evaluate his or her work. Effective board and CEO communication is vital to the organization’s success.

Support the staff with expertise and skills when they are sought. Your personal skills, knowledge, and talents are valuable to the organization. Board members’ expertise and knowledge provides the organization with valuable in-kind “consulting” support as well as an extra set of hands when needed. All experiences, skill sets and talents are equally valued and can be utilized in the organization.

Engage in strategy development and planning. Acting as a team, board members adopt strategies that guide the future direction of the organization and monitor implementation of those plans.

Ensure that the organization has adequate financial resources and that funds are responsibly spent. The board’s fiduciary responsibilities require regular financial assessment and ensuring that there are sufficient resources to implement the organizations’ goals and meet obligations.

Ensure board meetings are adequately attended. Ensure that every meeting achieves quorum so that board decisions are not delayed and the work of the board is not impeded.

**Board Member Agreement**

By serving on the [Organization] Board of Directors, I am committing to:

* Make every effort to attend each meeting of the full Board as well as the committees/task forces upon which I serve.
* Make a financial contribution to the organization of an amount that is significant to me.
* Actively serve on at least one committee or task force each year.
* Actively participate in fundraising activities by soliciting contributions, corresponding with current and prospective donors, and participating in fundraising events.
* Annually board members must engage first hand in the work of [Organization] by: 1) visiting the youth programs and 2) observing or volunteering at one of the school sites.
* Perform delegated assignments in a timely manner.
* Serve as an ambassador for the organization at the request of the CEO or my fellow board members.
* Assist in recruiting and training candidates for the Board of Directors.
* Be familiar with the mission, programs, policies, bylaws, and procedures of the organization.
* Follow conflict of interest and other organizational policies.
* Exercise appropriate oversight in financial matters.
* When appropriate, provide the organization with support and assistance in areas for which I have knowledge, skills or expertise.

Signed and dated:

(signature) (date)